

DISCLOSURE AND UPDATE REPORT

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Part 1: APPLICANT INFORMATION

Initial Report ____

Update Report ____

1. Applicant Name, Address and Phone Number

2. Project to be Funded (Project Name and Location by Street Address)

**3. Funding Received (by Program)
Funding****4. HUD Program****5. Total Program**

CDBG

PART II THRESHOLD DETERMINATION

1. Are you requesting CDBG funding for a specific project or activity, as provided by 24 CFR Part 12, Subpart C, and have received, or can reasonably expect to receive, an aggregate amount of all forms of covered HUD funds through federal, state and local government sources, that will exceed \$200,000 during the Federal Fiscal Year (October 1 through September 30) in which the application is submitted?

Yes ____ No ____

If **Yes**, you must complete the remainder of this report. If **No**, you must sign the certification below and answer the next question.

I hereby certify that this information is true.

Authorized Signature _____ **Date** _____

2. Does this application seek to assist any residential housing property, containing five or more dwellings units that will also receive other federal state, or local government funding?

Yes ____ No ____

If **Yes**, you must complete the remainder of this report. If **No**, you must sign this certification.

I hereby certify that this information true.

Authorized Signature _____ **Date** _____

If your answers to both questions are no, you do not need to complete Parts III - V, but you must sign the final certification.

PART III: OTHER GOVERNMENT FUNDING (FEDERAL, STATE, AND LOCAL)

Source of Government Funding (Name and Address)	Program	Type of Funding	Amount of Funding

PART IV: INTERESTED PARTIES (INDIVIDUALS AND ENTITIES)

Alphabetical list of all parties with reportable financial interest in the project or activity. (for individuals give the last name first)	Social Security Number or Employee ID Number (optional)	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

If there are no parties with a reportable financial interest, you must certify this information is true.

I hereby certify that this information is true.

Authorized Signature

Date

PART V: REPORT ON EXPECTED SOURCES AND USES OF FUNDS

Source

Use

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Authorized Signature

Date

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under Section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The information you provide will enable HUD and the Office of Community Development (OCD) to carry out their responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of funding administered by OCD for HUD. They will also help ensure that HUD funding for a specific housing project under Section 102 (d) is not more than is necessary to make the project feasible after taking account of other government assistance. OCD and/or HUD will make available to the public all applicant disclosure reports for five years. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. **Failure to provide any required information may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §1234.**

Instructions for THE DISCLOSURE REPORT

All Project Development communities must complete this report after OCD announces the amount of funds available. A report must be submitted for each CDBG program that a community is participating in. Separate reports must be submitted for each unrelated activity contained within a CDBG program. Related activities, such as a downtown revitalization project, contained within the same CDBG program, may be reported jointly. In joint applications, the lead community must complete the report, but the report must contain all financial information regarding the other applicants.

PART I APPLICANT INFORMATION (Check Line for Initial Report)

- 1. Applicant Name, Address and Phone Number** - Enter the appropriate information for your community
- 2. Project to be Funded** - Enter the project name and where it will take place by street address
- 3. Funding Received** - Enter the applicable CDBG program such as Public Facilities Infrastructure
- 4. HUD Program** - Do nothing, CDBG has already been entered for you
- 5. Amount Requested/Received** - Enter the amount of funds you will be allocating to this project from the total amount available from OCD

PART II THRESHOLD DETERMINATION

I. \$200,000 Threshold

- If the total of all CDBG program funds or other HUD funds from federal, state or local sources that your community will receive, or expects to receive between October 1st of last year and September 30th of this year exceeds \$200,000, check Yes.
- If this total is, or will be, less than \$200,000, check No and have your community's Chief Executive Officer sign and date the certification

2. Government Funding for Housing Threshold

- If you intend to use CDBG program funds with any other form of Federal, State, or local government funding to assist a residential housing property, that contains five or more units, check Yes
- If you are not doing housing, have no other government funding involved in your housing project, or won't be involved in a housing project that contains five or more units, check No, and have your community's Chief Executive Officer sign and date the certification

***If you have answered No to both of the threshold questions, skip Parts III - V and sign the certification on the last page.**

***If you have answered Yes to one or both of the threshold questions, complete the entire report.**

PART III OTHER GOVERNMENT FUNDING

1. Source of Funding - List the source and address for all entities of Federal, State, and local government that will be, or is expected to, provide **any forms** of funding to the project. An example would be Rural Development Administration (RD)

2. Program - Give the program name such as Community Facilities Program

3. Type of Funding - List the type of assistance provided such as grant, loan, etc.

4. Amount of Funding - Enter the amount of funds requested or dedicated to the project

PART IV INTERESTED PARTIES

1. List of Parties - List alphabetically all developers, contractors, or consultants involved in the application, or in the planning, development or implementation of the project; any other person or group who has any financial interest in the project that exceeds \$50,000 or 10% of the CDBG project amount, whichever is lower. In cases where the party to be disclosed is an entity, the disclosure must include the identification of each officer, director, principal stockholder or other official. List addresses of interested parties.

2. Social Security or Employee Identification Numbers - Listing of these numbers is optional

3. Type of Participation - Enter the type of participation for each party such as contractor, consultant, planner, investor, etc.

4. Financial Interest - Enter the financial interest of each party listed in the first column in actual dollar amount and as a percentage of CDBG funds involved. Where entities are involved, only the entities' financial interest need be reported, not that of the listed officials of the entity.

PART V SOURCES AND USES OF FUNDS

1. Sources of Funds - List all sources and amounts of funds expected or allocated from CDBG, other government entities, private sources and foundations. These sources should be listed in descending order based on the amount of funds to be used in the project.

Give the name and address of each source of funds and the type of assistance to be provided, such as grants or loans.

2. Uses of Funds - For each source of funds identified above, list in the same descending order, a clearly defined purpose to which the funds will be put.

Have your Chief Executive Officer carefully read then sign and date, the final certification.

COMPLETING THE UPDATE REPORT

As you implement your CDBG project, you will need to produce updated disclosure reports for each CDBG program that meets one or more of the threshold criteria on your original report. Your Project Development Disclosure Report must be updated because selection of contractors and sources/uses of other funding sources were not finalized at that time. Also, you will need to submit update reports to OCD as changes occur during the implementation of the project.

Using the original disclosure report that was completed during the Project Development process, update the report to contain all current information in the parts listed below.

PART I APPLICANT INFORMATION (Check line for Update Report)

Complete these sections according to the instructions for completing the disclosure report. It is probable that the information in these sections will not have changed from the Project Development submission. Enter any changes that have occurred.

PART II THRESHOLD DETERMINATIONS

This information should be the same as the initial report and since you have already met the threshold, skip these sections.

PART III OTHER GOVERNMENT FUNDING

Using the instructions for completing this section of the disclosure report, enter all new information in these sections. This should include all new funding and any increase of 10% or more to a source of funding that was disclosed in the original report.

PART IV INTERESTED PARTIES

Using the directions for completing this section of the disclosure report, list all new developers, contractors, and consultants involved in the project and list all new parties with a financial interest that exceeds \$50,000 or 10% of the CDBG assistance, whichever is lower. This would include an interested party with a financial interest that has increased between the Project Development process and the time of the report and now meets the \$50,000/10% criteria for disclosure.

PART V REPORT ON EXPECTED SOURCES AND USES OF FUNDS

Using the directions for completing this section of the disclosure report, list all new sources and uses of funds, and all changes in sources and uses from the disclosure report that are 10% or greater.

Have your community's Chief Executive Officer carefully read, then sign and date all necessary sections of the update report, including the final certification.